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ABSTRACT

This manual of microcomputer operations for the media center is intended to serve as a guide for students, faculty and staff of West Orange High School, Florida. The philosophy behind the media center is that students and teachers benefit from library services, and that all related equipment, schedules, procedures, and materials should be organized with this in mind. The manual includes the following sections: (1) job descriptions for media specialists in microcomputer operations; (2) guidelines, services, and policies for student use including copyright, access, tutorial programs, computer hardware and software, circulation, and laboratory organization; (3) guidelines, services, and policies for staff use including copyright, access, inservice programs, computer labs for class use, computer hardware and software, off-campus use, circulation, supplies, and damages; (4) selection, processing, and inventory of software including selection guidelines, gifts, software evaluation, budget and ordering procedures, receiving and processing procedures, maintenance and weeding, and inventory; and (5) selection, processing, and inventory of hardware including selection guidelines, gifts, budget and ordering procedures, receiving and processing procedures, maintenance, security, and inventory. The appendix includes forms for software recommendations, software evaluation, laboratory guidelines, and a computer log. An index of main topics concludes the guide. (DB)

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POLICY AND PROCEDURE MANUAL FOR MICROCOMPUTER OPERATIONS

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Revised April 1991

IR015039

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PREFACE

This manual of microcomputer operations for the Media Center is intended to serve as a guide for students, faculty and staff of West Orange High School. It is a policy statement that will be continually revised so as to reflect the current status of policies and guidelines regarding microcomputer operations.

A portion of this manual is intended as a guide for the Media Center personnel in regards to professional responsibilities in the area of microcomputers. It too will be revised as needed so as to serve as a definitive source of information for the Media Center staff.

The Media Center staff is always open to suggestions for improving the operations and services of microcomputers.

I. PHILOSOPHY OF WEST ORANGE HIGH SCHOOL MEDIA CENTER

Believing that both students and teachers benefit from library service in their pursuit of intellectual growth and maturity, it is the Media Center's philosophy to so arrange equipment, schedule, procedures and all available materials with this in mind.

The West Orange High School Media Center should be the most active and exciting area of the school. Our aim is to enrich the students' lives by providing the opportunity for students to pursue their studies, hobbies and other interests through resources found in books, periodicals, pamphlets, films, filmstrips, computer programs, records, tapes, microfiche and other materials, both print and non-print.

Leisure time reading as well as research is encouraged by our furnishing of magazines and books in all subject areas. All volumes are on open shelves for easy access and check out to students and faculty.

The staff feels that the students should be aware and convinced that this is their Media Center. The staff strives to foster a sense of student responsibility for maintaining an environment that is conducive to research and other appropriate library activities.

The more the individual student learns about a library and how to make proper use of it, the more he will benefit in his high school work and in the years to follow.

The Media Center staff desires to work and plan with all members of the faculty as they help others to learn and to develop a taste for learning. We feel strongly that effective teachers consistently make use of many materials other than textbooks.

With the above statements in mind, the West Orange High School Media Center staff would like to offer to its faculty and students the following services:

1. Attend department meetings, conduct planning sessions with individual teachers and visit classrooms so that we may keep in touch with the school program and individual classroom units of instruction.
2. Provide books, magazines and supplementary non-book materials related to the classroom, consulting frequently with teachers regarding their suggestions.
3. Suggest ways and means of making use of our collection.
4. Notify teachers of new materials received, especially magazine articles, books and nonprint materials.
5. Provide reserve shelves for use by members of specific classes.
6. Prepare bibliographies upon request by the teacher.
7. Supply books to be checked out for use within the classroom for a given period of time.
8. Discuss books in various classes.
9. Teach pupils how to use the Media Center through class orientation and individual assistance.
10. Report to the teacher on students' library habits and reading interests; discuss with the teacher ways and means of developing the student's interests.
11. Acquaint all teachers with the services of the Media Center through individual conferences.
12. Provide a professional reading area for faculty use.
13. Borrow books from the Florida State Library system for use by students and faculty.
14. Make books and AV materials readily accessible.
15. Work with students on an individual basis as well as in groups.
16. Keep library open before and after school for student and faculty use.

II. JOB DESCRIPTION - MEDIA SPECIALIST FOR MICROCOMPUTER OPERATIONS

1. Establish policies and oversee use of computer labs for students and staff.
2. Assist with the procedures for the circulation utilization and maintainance of all materials in conjunction with the main circulation system.
3. Establish procedures for purchasing, processing and maintaining of all computer software materials.
4. Act as contact person for maintaining all computer hardware in computer labs for students and staff.
5. Act as a planner for scheduling use of computer labs for students and staff.
6. Promote the use of computer software materials and resources by regularly issuing holdings to students and staff.
7. Establish and oversee a system for Media Center ID cards and a database for students and staff members.
8. Act as a planner for scheduling use of the Media Center for class use and use for special activities.
9. Issue a regularly published newsletter to staff concerning pertinent Media Center activities.
10. Assist in scheduling, training and supervising the library staff.
11. Assist in research and special projects for classes and provide orientation to materials as needed.
12. Prepare bibliographies and initiate a program of collegial planning.
13. Plan cooperatively, advise and confer with teachers on curriculum planning and attend department meetings.
14. Provide teachers with information about new materials and recent media developments.
15. Act as a resource person in the classroom when requested by the teacher.
16. Assist in maintaining a balanced and relevant collection by the weeding of materials and continuous updating of the card catalog.
17. Assist in the selection of suitable materials to meet educational standards of West Orange High School by reading book reviews and receiving input from both students and faculty.
18. Assist with the inventory of all materials.
19. Support program goals as outlined in job description of Department Head.
20. Maintain appropriate communication with school and district administrators.
21. Aid district program as requested.
22. Participate in professional organizations concerned with media.

III. GUIDELINES, SERVICES, POLICIES - STUDENT USE

A. Copyright Guidelines

The West Orange High School Media Center policy concerning the use of copyrighted computer software reflects the policies of Orange County Schools and the Superintendent as specified in Management Directive No. 15.

It is as follows:

A. No copyrighted computer software shall be reproduced, adapted or modified by an employee of Orange County Public Schools without prior written permission from the copyright owner unless:
   1. Such a copy or adaptation is essential in the utilization of the computer program in conjunction with existing hardware and that it is used in no other manner;
   2. Such copy or adaptation is for archival purposes only and provides protection while ordering a replacement for the working copy which may be defective or destroyed. Additional replacement copies may not be generated from the archival copy. Archival copies shall be destroyed in the event that rightful ownership of the computer program ceases to exist.

B. Every effort should be made at the time of purchase to obtain the necessary permission to reproduce, adapt or modify copyrighted computer software.

C. An educational institution may not make an adaption of a computer program to meet local needs and then make multiple copies for distribution throughout the district without written permission of the copyright owner.

D. No computer hardware or software owned or leased by Orange County Public Schools shall be used by any employee or student of Orange County Public Schools for personal gain or profit.

E. If there is any question concerning the appropriate implementation or interpretation of this directive, contact your immediate supervisor for assistance.

B. Services

1. **Access:** The computer lab is open to all students and staff members before and after school and during the regular school day. The lab will be open and flexibly scheduled on all days.

   Hours: The microcomputer lab will be open the following times:

   Monday - Friday: 7:15 am. - 3:30 pm.

   Additional hours: Tuesday only - 7:15 am.-5:30 pm.

   Passes: Student passes issued by instructors will be honored periods 1-7. The lab may be closed to passes some periods depending upon class use previously scheduled by the Media Specialist for Microcomputer Operations. Class use will take precedence over individual passes. When possible, class use and pass use will be honored simultaneously.

2. **Tutorial Program:** The Media Center will offer, at various times throughout the school year, a tutorial program in word processing using Appleworks. The tutorial will be offered on Wednesdays at the end of the school day. All students and/or staff are encouraged to participate in one of these tutorial sessions. There will be no charge. Students will be asked to supply their own data disk.

3. **Hardware Available:** The West Orange Computer Lab is equipped with 12 Apple IIe computers and 10 Apple IIgs computers. The Apple IIe's have 128K, one to two disc drives and two have printers. The IIgs computers have 512K, a 5.25, a 3.5 disc drive, a mouse and an Imagewriter printer.

4. **Software Holdings:** The West Orange Media Center has a wide variety of computer software to meet the curriculum needs of the student. All are designed for the Apple system. A listing arranged by Dewey Decimal and subject is available at the circulation desk. ***Please note!** The West Orange Media Center strongly endorses Management Directive No. 15 concerning software coypright (see Page 7).

5. **Recommendations:** Students are encouraged to recommend titles of software packages which they would like to see purchased by the Media Center. All final decisions will be made by the Media Specialist for Microcomputer Operations in accordance with the selection policies set forth in this manual. At this time, yearly orders will be placed on or around November 1st of each year. Interest generated by the Victoria Burch Endowed Fund will be exclusively applied to software materials and/or hardware. Students may ask for a recommendation form at the circulation desk. (See Appendix I)

6. **Software Evaluation:** Students are encouraged to formally evaluate any software program that the Media Center has in its collection. These evaluations will be especially valuable when selecting new materials and for evaluating the merit of the present collection. Evaluation forms are available at the circulation desk. (See Appendix II)

C. Policies For Student Use

1. Circulation: Software packages are available at the circulation desk and may be checked out for use in the computer lab only. Due to high demand, copyright policies and cost, software packages are not available for use outside the Media Center. Students must be in possession of a valid West Orange High School Student I.D. card and be in good standing with the Media Center (ie. no overdue materials and/or Media Center fines). Materials are kept on a closed stack in the office directly behind the circulation desk. Check out procedures at the circulation desk are as follows:

    1. Present student I.D. card.
    2. Request software package. A complete list is available at the desk.
    3. Sign log book, indicating computer number and software package name.
    4. Return materials at proper time.

2. Lab Guidelines: The West Orange High School Computer Lab is designed to be an open, flexibly scheduled environment. Students are encouraged to use the Lab for enrichment, curriculum support and enjoyment. Due to the large numbers of students and staff members requesting use of the Lab, the Media Center endorses the following policies: (See Also Appendix III, IV)

    1. All computer work must be school/curriculum related.
    2. Use of software not belonging to the West Orange High School software collection must be curriculum related. Students may be requested to provide verification by the instructor involved.
    3. All students will be required to present a West Orange Student I.D. card and sign the log book at the circulation desk. (Students using the Lab as an entire class will be exempt from signing in.) Students will be issued a computer badge and are to use the computer designated on the badge.

4. The West Orange Media Center Computer Lab adopts and supports Management Directive No. 15 copyright guidelines. No unauthorized copying of software will be allowed. Students violating this policy will be subject to a discipline referral.
5. Students will use only the computer they have been assigned. Only one student per computer. Exception will be made when an instructor has booked the Lab for an entire class.
6. No food or drink will be allowed.

Failure to comply with these policies will result in:

First offense: Warning
Second offense: Suspension of computer privileges for one to four weeks
Third offense: Revoke computer privileges for remainder of school year

The Media Specialist for Microcomputer Operations will record all offenses and use his/her judgement in the matter of suspensions from the Lab. The Media Specialist will determine if discipline referrals are appropriate and act accordingly.

3. **Supplies:** At this time there is no charge for computer supplies such as paper. Please request paper at the circulation desk when necessary. Report printers to the desk when ribbon/printing quality is not acceptable.

4. **Damages:** Report all malfunctions of equipment to the circulation desk immediately. The Media Specialist will determine the extent and severity of the problem. Students will not be financially responsible unless intentional abuse is determined.

IV. GUIDELINES, SERVICES, POLICIES - STAFF USE

A. Copyright Guidelines

The West Orange High School Media Center policy concerning the use of copyrighted computer software reflects the policies of Orange County Schools and the Superintendent as specified in Management Directive No. 15.

It is as follows:

A. No copyrighted computer software shall be reproduced, adapted or modified by an employee of Orange County Public Schools without prior written permission from the copyright owner unless:
   1. Such a copy or adaptation is essential in the utilization of the computer program in conjuction with existing hardware and that it is used in no other manner;
   2. Such copy or adaptation is for archival purposes only and provides protection while ordering a replacement for the working copy which may be defective or destroyed. Additional replacement copies may not be generated from the archival copy. Archival copies shall be destroyed in the event that rightful ownership of the computer program ceases to exist.

B. Every effort should be made at the time of purchase to obtain the necessary permission to reproduce, adapt or modify copyrighted computer software.

C. An educational institution may not make an adaption of a computer program to meet local needs and then make multiple copies for distribution throughout the district without written permission of the copyright owner.

D. No computer hardware or software owned or leased by Orange County Public Schools shall be used by any employee or student of Orange County Public Schools for personal gain or profit.

E. If there is any question concerning the appropriate implementation or interpretation of this directive, contact your immediate supervisor for assistance.

B. Services

1. Access: The Computer Lab is open for students and staff members before and after school and during the regular school day. The Lab is flexibly scheduled on all days. The Media Center offers to faculty and staff in addition to the Computer Lab, an area in the Professional Resource Center equipped with computers. Students are not allowed access to this area. If prior arrangements are made with the Media Center staff, use of the computers in the Professional Resource Center or Computer Lab can be extended after the official hours of the Media Center. Security is a major concern and prior arrangements are necessary. Staff members may be asked to use the Professional Resource Center exclusively when class use for the Lab is in high demand. The Professional Resource Center is also the site of many other activities and computer use may be unavailable at various times. Sufficient notice will be given when possible. A calendar of events scheduled is posted in the Professional Resource Center.

2. Inservice Programs: Inservice programs for use of computers and various computer programs will be offered at varying times throughout the year in conjunction with the inservice committee, the Reading Resource teacher and the Media staff. The staff is encouraged to participate in these programs and in turn, encourage their respective students to become "computer literate". The incorporation of computer skills and resources into the curriculum is an exciting and beneficial endeavor.

3. Computer Lab for Class Use: The West Orange Computer Lab has been developed as a flexibly scheduled Lab for class and individual use. The Media Specialist for Microcomputer Operations is responsible for the scheduling of all class use. The Media Center has multiple copies of many word processing programs in addition to a wide variety of curriculum support programs. Class use will take priority over individual use by students on passes.

4. "Floating" Computers: The Media Center has "floating" computers available which can be placed in classrooms for use as the instructor deems needed. Please schedule all use through the Media Specialist for Microcomputer Operations.

5. **Hardware Available:** The West Orange Computer Lab is equipped with 12 Apple IIe computers and 10 Apple IIgs computers. The Apple IIe's have 128K, one to two disc drives and two have printers. The IIgs computers have 512K, a 5.25, a 3.5 disc drive, a muse and an Imagewriter printer. For staff use only, the Professional Resource Center has two Apple IIgs computers each equipped with a 5.25 drive, a 3.5 drive and an Imagewriter printer. The Apple IIgs has 512K of memory and use RGB monitors.

6. **Off Campus Use:** Computers may be released for off campus use provided permission has been granted by the Assistant Principal for property control. The Media Center will then authorize its removal, issue the proper property form and retain a copy of the paperwork for its records. Please note, the borrower assumes <u>all liability for damages and/or theft</u> when released for personal use. The Computer Lab is designed for student use primarily. Please cooperate by returning all hardware prior to operating hours (7:20 am.) so it will be available for students use.

7. **Software Holdings:** The Media Center offers software programs for the instructor for classroom management, grading and creating tests and worksheets. In addition, a collection of curriculum support programs is available. A complete listing of software is available at the circulation desk.

C. Policies

1. **Circulation:** Software packages are available at the circulation desk and available for checkout. Due to heavy demand, staff members are urged to return borrowed materials as quickly as possible. A time limitation may be placed on utility programs in high demand due to the large number of staff members using these programs for testing/grade keeping purposes.

2. **Supplies:** The Media Center, at the present time, assumes responsibility for maintaining the Professional Resource Center with ribbons and paper. Due to budget restraints at some periods of the year, departments may be asked to replace/provide computer paper.

3. **Damages:** Please report any malfunctions of the computer hardware or software to the Media Center staff immediately.

V. SELECTION, PROCESSING, INVENTORY - SOFTWARE

A. Selection Guidelines

The selection of software for the West Orange Media Center Computer Lab will follow the standard selection policies as set forth in the General Policies and Procedures Manual. They read as:

The primary objective of a school library is to implement, enrich and support the educational program of the school. Criteria for instructional materials selection should implement this basic objective.

Criteria for the selection of all instructional materials are both general, as found in the professional literature, and specific in terms of the needs of each school community.

General criteria are stated in terms of significant descriptions of the subject, integrity of treatment and quality of the medium style, clarity, originality, etc.

Specific criteria are determined by a study of the characteristics of the school's instructional program and the needs of students as affected by the community, as follows:

Needs of the individual school program

a. Based on knowledge of the curriculum
b. Based on request from administrators and teachers

Needs of the individual student

a. Based on knowledge of children and youth
b. Based on requests by parents and students

Needs from these several sources will require a wide range of instructional materials for an acceptable level of quality, on all levels of difficulty, and with a diversity of appeal and the presentation of different points of view, ethnic, religious, political and cultural.

B. Gifts

West Orange High School Media Center accepts all donations with the understanding that they will be evaluated according to the selection and acquisition policies of purchased materials. The Media Center maintains the right to dispose of any gift deemed unsuitable or unnecessary to the collection.

C. Recommendations

The Media Center encourages and welcomes recommendations by students and staff for materials for purchase. The staff is encouraged to evaluate software at conventions, the County Computer Resource Center and from vendors. All recommendations will be evaluated as to need and budgeting considerations. Please contact a Media staff member for catalogs and request slips.

D. Software Evaluation

Staff members are invited to formally evaluate any program in the collection. These evaluations will be particularly important when the Media staff orders new materials. Evaluation forms are available at the circulation desk. (See Appendix V)

E. Budget and Ordering Procedures

The West Orange Media Center is not allocated a 620 budget for ordering audio visual materials. Instead, an allotment of flexibility funds is issued to the Media Center and available for encumbering on July 1 of each year. Purchase of software through state and/or federal monies are dependent upon purchasing guidelines per Orange County Schools and subject to change each year. Interest monies generated by the Victoria Burch Endowed Fund are, at the present time, devoted exclusively toward the improvement and purchase of computer hardware and software. Monies are available on or around November 1 of each year.

The Media Specialist for Microcomputer Operation assumes the responsibility for all ordering. He/She will make the final determination of selection. All materials will meet guidelines for selection. Ordering procedures will follow the policies of Orange County and the West Orange High School Administration/Bookkeeping Office. All orders must be approved by the principal or his/her designee.

F. Receiving/Processing Procedures

The Media Specialist for Microcomputer Operations is responsible for receiving and processing all software. The following procedures will be followed:

1. All materials will be carefully checked against the order and packing slip/invoice.
2. All software will be checked for defects.
3. All materials will be stamped property of West Orange High School Media Center.
4. Cataloging will be consistent with Canadian cataloging rules.
5. Contents will be listed on the inside cover so as to be easily noted when components are missing.
6. Archival copies will be made in accordance with Management Directive No. 15 and the publisher of the software and stored in the AV Room.
7. Data will be entered into the main data base as per entry guidelines.
8. All lists will be updated.
9. Staff and students will be made aware of new aquistions via newsletter, displays and department meetings.

G. Maintenance and Weeding

Software found inoperable should be thoroughly checked by the Media Specialist for Microcomputer Operations. If deemed inoperable, the publisher/vendor will be contacted and arrangements made for purchasing a workable copy. Funds for replacing software are available through internal accounts.

As the collection ages, a program of evaluation and weeding is to be implemented. Software will be judged along the same guidelines as used when weeding print and other non-print materials. The Media Specialist for Microcomputer Operations shall be in charge of making this determination.

H. Inventory

A systematic inventory of all programs and their components shall be made on an annual basis. Inventory procedures will follow the same procedures and guidelines as used in the print and other nonprint annual inventory.

VI. SELECTION, PROCESSING, INVENTORY - HARDWARE

A. Selection Guidelines

An important consideration in selecting hardware is compatibility with other hardware and the software collection and also maintenance support. The Media Specialist for Microcomputer Operations should be knowledgeable of both areas prior to selecting hardware for purchase. The County has agreements as per State/County bids with various vendors. These prices should be investigated prior to selection.

B. Gifts

West Orange High School Media Center accepts all donations with the understanding that they will be evaluated according to the selection and acquisition policies of purchased materials. The Media Center maintains the right to dispose of any gift deemed unsuitable or unnecessary to the collection.

C. Budget and Ordering Procedures

The allocation of monies for purchase of hardware is in Budget Object Code 640. This money is available for encumbering on July 1. State and Federal monies are dependent upon Orange County guidelines which are subject to change each year. In the past years, hardware has been purchased via Superintendent's Grants, Merit School monies and the Victoria Burch Endowed Fund.

Ordering procedures and purchase order submission would be dependent on the type of money allocated. The Media Specialist for Microcomputer Operations would need to be cognizant of time restraints and particular guidelines for each type of funding. All orders must be approved by the principal or his/her designee.

D. Receiving/Processing Procedures

The Media Specialist for Microcomputer Operations is responsible for receiving and processing all computer hardware. The following procedures will be followed:

1. Hardware will be checked against the order and packing slip/invoice. All equipment should be thoroughly checked against defects prior to approving purchase order for payment.

2. Recording of pertinent data should be made on inventory record card and entered into the inventory database.
3. Property number should be marked on hardware in permanent marker.
4. Manuals will be kept in the office of the Media Specialist for Microcomputer Operations. All warranties will be filed.

E. Maintenance

The Media Specialist for Microcomputer Operations will be the designee for determining malfunctions and reporting malfunctions to the appropriate contact person. A program of preventive maintenance will be implemented at each nine (9) weeks term.

F. Security

Security is a prime consideration for a computer lab. The Media Specialist for Microcomputer Operations will assume the responsibility for securing the Lab at the end of each day. He/She will contact the appropriate school officials upon noticing signs of entry or damages.

G. Inventory

A systematic inventory of all hardware shall be taken in August and May of each year. This procedure will follow inventory guidelines for other property in the Media Center.

COMPUTER SOFTWARE RECOMMENDATION

SUBJECT _____

TITLE _____

PUBLISHER _____

OVERVIEW _____

_____

DATE _____

SIGNATURE _____

COMPUTER SOFTWARE RECOMMENDATION

SUBJECT _____

TITLE _____

PUBLISHER _____

OVERVIEW _____

_____

DATE _____

SIGNATURE _____

STUDENT COMPUTER SOFTWARE EVALUATION

SUBJECT _____

TITLE _____

NUMBER OF DISKS _____

TYPE OF PROGRAM _____

OVERVIEW _____

_____

_____

_____

SKILLS _____

_____

SPECIAL KEYS _____

_____

TIME _____

I DO DO NOT RECOMMEND THIS SOFTWARE
(CIRCLE ONE)

STUDENT'S SIGNATURE _____

LAB GUIDELINES

The West Orange High School Computer Lab is designed to be an open, flexibly scheduled environment. Students are encouraged to use the Lab for enrichment, curriculum support and enjoyment. Due to the large numbers of students and staff members requesting use of the Lab, the Media Center endorses the following policies:

1. All computer work must be school/curriculum related.
2. Use of software not belonging to the West Orange High School software collection must be curriculum related. Students may be requested to provide verification by the instructor involved.
3. All students will be required to present a West Orange Student I.D. card and sign the computer log at the circulation desk. (Students using the Lab as an entire class will be exempt from signing in.) Students will be issued a computer badge and are to use the computer designated on the badge.
4. The West Orange Media Center Computer Lab adopts and supports Management Directive No. 15 copyright guidelines. No unauthorized copying of software will be allowed. Students violating this policy will be subject to a discipline referral.
5. Students will use only the computer they have been assigned. Only one student per computer. Exception will be made when an instructor has booked the Lab for an entire class.
6. No food or drink will be allowed.

Failure to comply with these policies will result in:

First offense: Warning
Second offense: Suspension of computer privileges for one to four weeks
Third offense: Revoke computer privileges for remainder of school year

The Media Specialist for Microcomputer Operations will record all offenses and use his/her judgement in the matter of suspensions from the Lab. The Media Specialist will determine if discipline referrals are appropriate and act accordingly.

COMPUTER LOG

DATE _____

STUDENT'S NAME	COMP. NO.	SOFTWARE PROGRAM	PURPOSE	TIME IN	TIME OUT

FACULTY COMPUTER SOFTWARE EVALUATION

SUBJECT _____

TITLE _____

GRADE LEVEL _____ NUMBER OF DISKS _____

TYPE OF PROGRAM _____

OVERVIEW _____

_____

_____

_____

SKILLS _____

_____

SPECIAL KEYS _____

_____

TIME _____

I DO DO NOT RECOMMEND THIS SOFTWARE
(CIRCLE ONE)

TEACHER'S SIGNATURE _____

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